



Policies & Procedures

Article: 1.4

Effective Date: 08/30/2012

Revised Date:

CODE OF CONDUCT

PURPOSE

To establish policies for the conduct of members of the Department so members will be informed and perform their duties to the very best of their abilities and in a manner that is efficient, cost-effective, and meets the needs of the public; while demonstrating valor, excellence, selflessness, and ethical behavior in the conduct of all department business.

POLICY

All members have an obligation to conduct their official duties in a manner that serves the public interest, uphold the public trust, and protects the County's resources. Members shall control their behavior and actions so as to avoid any situation that would reflect negatively on them, the Department, or the County of Valencia. To this end, all members shall have the responsibility to comply with the following:

I. Violation of Policy

- A. Members shall not commit any acts or omit any acts which constitute a violation of the applicable rules, regulations, policies, procedures, directives, memorandums, or orders of the Department whether stated in policy or elsewhere.

II. Conduct Unbecoming

- A. Members shall conduct themselves in such a manner as to reflect most favorably on the Department.
- B. Conduct unbecoming a member shall include behavior which tends to destroy public respect, tends to bring the Department into disrepute or reflect discredit upon the a member of the Department, or which tends to impair the operation or efficiency of the Department or member.
- C. The following activities are prohibited by members on duty.
 - 1. Unlawful behavior, gambling, lewd or indecent activity, or use of alcohol or prescription medications not prescribed to the member.
 - 2. Use of department supplies, tools, and material to clean or repair personal vehicles or property.
 - 3. Alteration or modification of vehicles, apparatus, building, computers, or items of equipment owned or operated by the Department without the District Fire Chief or County Fire Chief's authorization.
 - 4. Any conduct which violates the Departmental policies, procedures, guidelines or any law, statute, regulation, or ordinance.
 - 5. Lying and/or falsification of any report, document, formal or informal
 - 6. Any behavior that violates Valencia County's Personnel Policy 401-01-2, as amended, or the County's Code of Conduct Policy 401-01-1, as amended.
 - 7. Any conduct that is in violation of the Governmental Conduct Act, NMSA 1978, Section 10-16-1 *et seq.*

III. Gifts, Gratuities, Bribes, or Rewards

- A. Members shall not solicit or accept from any person, business, or organization any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service, or entertainment) for the benefit of members or the Department if it may reasonably be inferred that the person, business, or organization:
 - 1. Seeks to influence action of any official nature or seeks to affect the performance or non-performance of an official duty, or



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VIII. Job Performance

- A. Members shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions as defined in position descriptions. Unsatisfactory performance may be demonstrated by:
 1. The failure to conform to work standards established for the member's rank, grade, or position.
 2. The failure to take appropriate action on the occasion of a condition deserving attention.
 3. Repeated evaluations demonstrating a need for improvement.
 4. A written record of repeated infractions of rules, regulations, policies & procedures, directives, memoranda, or orders of the Department.

IX. Executing Official Documents

- A. Members, when signing official documents or reports, shall do so in a legible manner or shall print their name legibly next to their signature.

X. Courtesy

- A. Members shall conduct all dealings with the public, County employees, and other organizations in a manner that presents a courteous, professional, and service-oriented image of the Department.
- B. Members shall exhibit courtesy and respect to all officers and acting officers. While on duty, all officers shall be referred to by their appropriate rank.
- C. Members shall be tactful in the performance of their duties, shall control their tempers, exercise the utmost patience and discretion, and shall not engage in horseplay or disrespectful conduct while on duty.
- D. Members are required to give their name and rank whenever requested by a member of the public.
- E. Should a member have a complaint against another member or a private citizen, the member shall forward the complaint in writing to their immediate supervisor.
- F. Supervisors shall exhibit courtesy and respect to their subordinates and shall treat all members in a fair and impartial manner.
- G. On-duty members shall not use boisterous, coarse, violent, profane, or insolent language or gestures and shall not express any prejudice concerning race, religion, gender, disability, veteran status, political affiliation, national origin, lifestyle, or similar personal characteristics.

XI. Requests for Assistance

- A. When any person requests assistance or advice or makes complaints or reports, either by telephone or in person, all pertinent information shall be obtained in an official and courteous manner by the member and shall be turned over to the member's immediate supervisor and followed up to management.

XII. Intimate Relationships

- A. Intimate relationships (i.e. marriage, dating, living together) between a member and any other member assigned to supervise or mentor the performance of that member, e.g. supervisors, trainers, are prohibited.
- B. Members in intimate relationships with other members of the department shall not be allowed to work on the same shift.



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- C. If a prohibited intimate relationship develops, one or both of the members shall advise the Chief and seek a transfer to another District or Shift.
- D. The Department shall attempt to accommodate such requests.

XIII. Public Statements and Appearances

- A. Members shall not make statements concerning the County, officials of the County, the Department, its policies, or its members verbally, written, or other form of expression where such expression is an intentional untrue statement of fact, is obscene, unlawful, undermines the effectiveness of the County or the Department, interferes with the maintenance of discipline, or is made with careless disregard for truth.
- B. Members shall not make public statements or public appearances or any other matter for the purposes of representing the Department without first obtaining written authorization from the Chief. This position includes, but is not limited to, addressing public gatherings, appearing on radio or television, preparing articles for publication, acting as correspondents to newspapers or periodicals, and releasing or divulging investigative information.

XIV. Political Activity

- A. Members shall not use their official capacity to influence, interfere with, or affect the results of a political campaign or an election.
- B. Members are prohibited from engaging in any political activity while on-duty or while in uniform.

XV. Telephone and Addresses

- A. Members shall have either a working telephone in their residences or a cell phone. This number shall be provided to the Department.
- B. Members shall immediately report any changes of telephone numbers or addresses to their supervisor.

XVI. Truthfulness

- A. Members are required to speak the truth at all times, whether or not under oath, in giving testimony, in connection with official orders, and in connection with official duties.
- B. Members shall not make false reports concerning any Department business or the personal character or conduct of any member. Members shall not falsify any written documents including patient, EMS, and fire reports.
- C. Members shall truthfully answer all questions related to the scope of their employment and operations of the Department which may be asked of them by another member or investigating officer.
- D. Being untruthful to a superior officer, or during an internal investigation, shall be grounds for dismissal.



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XVII. Members shall ensure that personal interests do not come in conflict with official duties and shall avoid both actual conflicts of interest and the appearance of conflicts of interest when dealing with vendors and other individuals doing business or seeking to do business with the Department.

XVIII. Members shall ensure that all Department resources, including funds, equipment, vehicles, and other property, are used in strict compliance with County and Department policies and solely for the benefit of the County and Department.

XIX. Members shall treat the public and other members of the Department fairly and equitably.

XX. Officers and supervisors shall set an example for other members and have a responsibility to ensure that their activities and decisions pertaining to community services, personnel actions, and the management of public funds are consistent with the Department's policies and practices.